

State of Arizona

Department of Health Services

Request For Grant Application (RFGA)

RFGA Number: HR861431

RFGA Due Date / Time: May 1, 2008 at 3:00 P.M. Local Time

Submittal Location: Arizona Department of Health Services
1740 West Adams Street, Room 303
Phoenix, Arizona 85007

Description of Procurement: WIC Special Projects

A Pre-Application Conference:	ADHS Building
	1740 W. Adams, Room 309
	Phoenix, AZ 85007
April 9th, 2008	10:00 am
<i>Date</i>	<i>Time</i>
	<i>Location</i>

In accordance with A.R.S. §41-2701, competitive Sealed Grant Applications to provide materials or services specified will be received by the Arizona Department of Health Services, at the above-specified location until the time and date cited.

Applications must be in the actual possession of the Arizona Department of Health Services, Procurement Office on or prior to the time and date, and at the submittal location indicated above. ***Late Applications will not be considered.***

Applications must be submitted in a sealed envelope or package with the RFGA Number and the Applicant's name and address clearly indicated on the envelope or package. All Applications must be completed in ink or typewritten. Additional instructions for preparing an Application are included in this RFGA.

Persons with disabilities may request special accommodations such as interpreters, alternate formats, or assistance with physical accessibility. Requests for special accommodations must be made with 72 hours prior notice. Such requests are to be addressed to the RFGA Contact Person.

APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFGA.

Grant Solicitation Contact Person:

Pam Giroux

Name

State Government Administer

Tel: (602) 542-2944

Email: girouxp@azdhs.gov

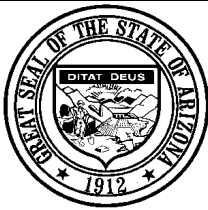
Telephone Number / Email

Date

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GRANT APPLICATION
RFGA NO.: HR861431

Arizona Department of Health Services
1740 W. Adams, Room 303
Phoenix, Arizona 85007
(602) 542 - 1040
(602) 542 - 1741 (Fax)

The Undersigned hereby applies and agrees to furnish the materials, service(s) or construction in compliance with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application.

Applicant's Arizona Transaction (Sales) Privilege Tax License Number: _____

Applicant's Federal Employer Identification Number: _____

Applicant's Name _____

Name of Person Authorized to Sign Application _____

Street Address _____

Title of Authorized Person _____

City _____ State _____ Zip Code _____

Signature of Authorized Person _____ Date _____

Telephone Number: _____

Facsimile Number: _____

Acknowledgement of Amendment(s):
*(Applicant acknowledges receipt of amendment(s)
to the Request for Grant Application and
related documents numbered and dated*

Amendment No.	Date
_____	_____
_____	_____
_____	_____

Amendment No.	Date
_____	_____
_____	_____
_____	_____

ACCEPTANCE OF APPLICATION AND GRANT AWARD
(For State of Arizona Use Only)

Your Application, dated _____, is hereby accepted as described in the Notice of Award. You are now bound to perform based upon the RFGA and your Application, as accepted by the State.

This Grant will henceforth be referred to as Grant Number: **HR861431**

You are hereby cautioned not to commence any billable work or provide any material, service or construction under this Grant until you receive an executed purchase order, grant release document, or written notice to proceed, if applicable.

State of Arizona

Awarded this _____ day of _____ 2008.

State Government Administrator

GRANT INFORMATION
RFGA NO.: HR861431

GRANT INFORMATION

1. APPLICANT QUALIFICATIONS AND GRANT RESTRICTIONS:

- a. Applicant shall be a current Arizona WIC contracted service provider.
- b. Funds will not be made available for Personnel or Fringe Benefits.
- c. Any vehicle purchased with approved grant funds shall be owned by and the title issued to the Arizona Department of Health Services, and the original title shall be forwarded to the ADHS Inventory Control Office. Any vehicle purchased that is not intended for 100% WIC activities must demonstrate cost sharing practices and must illustrate a cost allocation methodology for assuming such costs. See the Terms and Conditions Financial Management section requirement for adherence to the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for ADHS funded programs.
- d. If funding for tenant improvements was provided through this grant, and improved property is vacated by the Contractor prior to ten (10) years from the date of occupancy the Contractor shall refund to the State a dollar amount representing the portion of the cost of the improvements for which the WIC Program has received no benefit.
- e. If a subcontractor(s) is to be used, applicant shall provide names and proposed responsibilities of subcontractors.
- f. Grant Projects must be completed within twenty-four (24) months of grant award.

2. FUNDING SOURCE AND TOTAL AMOUNT OF AVAILABLE FUNDS:

Arizona Lottery Funds available for award are approximately \$500,000.00. Multiple awards will be made with no single award exceeding \$100,000.00. Funds shall be distributed on a Cost Reimbursement basis.

3. COLLABORATIVE PARTNERSHIPS WITHIN PROGRAM AREA:

The state encourages partnerships with other entities and programs within communities. Partnerships and/or collaborative efforts are defined as joint efforts with other entities that could provide additional resources, such as funding, in-kind, direct services, volunteers, and community support. When proposing partnerships, provide letters of agreement or memoranda of understanding describing the roles and responsibilities each partner will assume and signed by appropriate partners.

INSTRUCTIONS TO APPLICANTS

RFGA NO.: HR861431

SPECIAL INSTRUCTIONS TO APPLICANTS

1. Pre-Application Conference:

Prospective applicants are invited to attend a pre-application conference. The date, time and location of this conference are indicated on the cover page. This conference will be to clarify the contents of this Request for Grant Application (RFGA) in order to prevent any misunderstanding of the Department's position. Any doubt as to the requirements of this RFGA or any apparent omission or discrepancy should be presented to the Department at this conference. The Department will then determine the appropriate action necessary, if any, and may issue a written amendment to this RFGA. Oral statements or instructions shall not constitute an amendment to this RFGA.

Those who are planning to attend the Pre-Application Conference should RSVP to the ADHS Procurement Office at 602-542-2944 or email to girouxp@azdhs.gov no later than Friday, April 4th, 2008 5:00pm.

2. RFGA Questions:

Submit any questions regarding clarification about the RFGA in writing or email not later than seven (7) working days prior to the RFGA due date to:

Pam Giroux , Procurement Specialist
Office of Procurement
Arizona Department of Health Services
1740 West Adams, Room 303
Phoenix, Arizona 85007
Phone No.: (602) 542-2944
Fax No.: (602) 542-1741
E-mail address: girouxp@azdhs.gov

3. PREPARE APPLICATION

- a. Read and familiarize yourself with all sections of this RFGA. Only one application shall be submitted per WIC agency.
- b. Utilize the Grant Application Response format (Attachment B), responding to each heading shown on the format and addressing only one of the desired outcomes defined in the Grant Information, Nature of the Grant Project section.
- c. Utilizing the information provided in the Budget Development Guidelines and the Worksheet (Application Attachment A), develop a twenty-four (24) month budget and prepare the Price Sheet.
- d. The completed Grant Application Response shall not exceed fifteen (15) pages, including the Budget Worksheet and Price Sheet.
- e. Complete the Notices, Correspondence, and Reports section in the Scope of Work.
- f. Applicant shall not make changes to any page in this document except to fill in requested information.

4. Authorized Signature:

- a. For any document that requires the Applicant's signature, the signature provided must be that of the Owner, Partner or Corporate Officer duly authorized to sign Grant agreements. Additionally, if requested by ADHS, disclosure of ownership information shall be submitted.
 - Privately Owned: The Owner must sign the grant application.

INSTRUCTIONS TO APPLICANTS

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- Partnership: A Partner must sign the Grant application.
- Corporation: A duly authorized Corporate Officer must sign the grant application.
- Public Entity: The Director must sign the grant application.

- b. If a person other than these specified individuals signs the Grant application, a Power of Attorney indicating the employee's authority must accompany the grant application. All addenda to the Grant application shall be signed by the authorized individual who signed the grant application except that they may be signed by a duly authorized designee.

5. Confidential Information:

If an applicant believes that their application contains information that should be withheld, a statement advising the ADHS Procurement Administrator of this fact and explaining the reasons for confidentiality shall accompany the submission, and the information shall be so identified wherever it appears. The person shall stamp or specifically identify all information that they believe should remain confidential. The information identified by the person as confidential shall not be disclosed until the ADHS Procurement Administrator makes a written determination. The ADHS Procurement Administrator shall review the statement and information and shall determine in writing whether the information shall be withheld. If the ADHS Procurement Administrator determines to disclose the information, the ADHS Procurement Administrator shall inform the person in writing of such determination.

6. Irrevocable Applications:

Applications shall be irrevocable until and after the Grant contracts are awarded.

7. Submit Required Application Information

The following shall be submitted concurrent with and as part of the Application:

One (1) original and five (5) copies of each application shall be submitted on the forms and in the format specified in the RFGA. The original copy of the application should be clearly labeled "ORIGINAL". The material should be in sequence and related to the RFGA. The Department will not provide any reimbursement for the cost of developing or presenting applications in response to this RFGA. Failure to include the requested information may have a negative impact on the evaluation of the applicant's application. The original, ink-signed application shall be provided in a 1 inch, 3-ring binder labeled with Applicant's name and project title, with a table of contents and tabs for each section. The copies shall be submitted stapled or clipped and marked as "copy". The application should be organized and submitted in the following order:

- a. Table of Contents for entire application with page numbers.
- b. Signed Application and Award Form.
- c. Terms and Conditions (one set with the original application only).
- d. Completed Grant Application Response (not to exceed fifteen (15) pages).
- e. Price Sheet

8. Discussion:

After the initial receipt of applications, the Department reserves the option to conduct discussions for the purpose of clarification to assure full understanding of and responsiveness to the application requirements regarding the Grant and the relative methods of approach for furnishing the required services.

INSTRUCTIONS TO APPLICANTS

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9. Application Opening:

Applications shall be opened publicly at the time and place designated on the cover page of this document. The name of each Applicant shall be read at this time. After Grant award, the applications and evaluation documents shall be open for public inspections.

10. Evaluation Criteria:

The evaluation factors are listed in their relative order of importance:

- Relevance of Grant Project in relation to the grant objective
- Evidence of collaborative partnerships within program area
- Grant Application Response
- Cost

TERMS AND CONDITIONS

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TERMS AND CONDITIONS

1. **Grant Term:** Although the project is a twenty-four (24) month project the initial term of this Grant shall commence upon date of award and shall remain in effect for twelve (12) months unless terminated, canceled, or extended as otherwise provided herein.
2. **Option to Renew Grant:** This Grant shall not bind nor purport to bind ADHS and the Grantee for any grant commitment in excess of the original grant term. ADHS shall have the right, at its sole option, to renew the Grant for periods of up to one (1) year, not to exceed a total grant term of four (4) years. If ADHS exercises such rights, all terms, conditions and provisions of the original Grant shall remain the same and apply during the extended term. With approval from the ADHS Procurement Administrator, the price sheet/fee schedule will be reviewed, updated and negotiated with the ADHS Program Manager to reflect the performance plan for the next annual Grant term. Thereafter, the performance plan update will be negotiated with the ADHS Program Manager on an annual basis.
3. **Grant Type:** Cost Reimbursement.
4. **Grant Amendments:** Any change in this Grant, including the Scope of Services, shall only be accomplished by a formal, written grant amendment, signed by the ADHS Administrator. Any such amendment shall be within the scope of the grant and shall specify the change, any increase or decrease in Grant amount and the effective date of the change. The Grantee expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts and oral communications by or from any person, shall be used or construed as an amendment to this Grant.
5. **Availability of Funds for the Next Fiscal Year:** Funds may not presently be available for performance under this Grant beyond the current fiscal year. No legal liability on the part of the State for any payment may arise under this Grant beyond the current fiscal year until funds are made available for performance of this Grant. The State shall make reasonable efforts to secure such funds.
6. **Key Personnel:** It is essential the Grantee provide an adequate staff of experienced personnel, capable of and devoted to the successful accomplishment of work performed under this Grant. The Grantee must assign specific individuals to key positions of responsibility. Once assigned to work under this Grant, key personnel shall not be removed or replaced without prior express written approval by the ADHS Program Administrator.
7. **Suspension or Debarment Status:** If the firm, business or person submitting this Application has been debarred, suspended or otherwise lawfully precluded from participating in any public activity, including being disapproved as a Grantee with any federal, state or local government or if any such preclusion from participation from any public activity is currently pending, the Applicant shall fully explain the circumstances relating to the preclusion or proposed preclusion in the Application. The Applicant shall include a letter with its Application setting forth the name and address of the governmental unit, the effective date of this suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. If suspension or debarment is currently pending, a detailed description of all relevant circumstances including the details enumerated above shall be provided. The Application of an Applicant who is currently debarred, suspended or otherwise lawfully prohibited from any public activity shall be rejected.
8. **Information Disclosure:** The Grantee shall establish and maintain procedures and controls that are acceptable to the state for the purpose of assuring that no information contained in its records or obtained from the state or from others in carrying out its functions under the Grant shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Grant. Persons requesting such information should be referred to the state. The Grantee also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Grantee as needed for the performance of duties under the Grant, unless otherwise agreed to in writing by the state.

TERMS AND CONDITIONS

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9. **Accounting Requirements:** All financial records shall be maintained and expenditures made in accordance with the Generally Accepted Accounting Principles to permit accurate tracking of funds to a level of expenditure adequate to ensure proper use of funds.
10. **Audit:** Pursuant to A.R.S. §35-214, at any time during the term of this Grant and five years thereafter, the Grantee's or any subcontractor's books and records shall be subject to audit by the State and, where applicable, the Federal Government, to the extent that the books and records relate to the performance of the Grant.
11. **Financial Management:** For all Grants, the practices, procedures, and standards specified in and required by the Accounting and Auditing Procedures Manual for Arizona Department of Health Services funded programs shall be used by the Grantee in the management of Grant funds and by the Department when performing a Grant audit. Funds collected by the Grantee in the form of fees, donations and/or charges for the delivery of these Grant services shall be accounted for in a separate fund.

State Funding. Grantees receiving state funds under this contract shall comply with the certified Compliance provisions of A.R.S. §35-181.03.

Federal Funding. Contractors receiving federal funds under this contract shall comply with the certified finance and compliance audit provision of the Office of Management and Budget (OMB) Circular A-133, if applicable. The federal financial assistance information shall be stated in a Change Order or Purchase Order.

12. **Subcontracts:** The Grantee shall not enter into any Subcontract under this Grant for the performance of this Grant without the advance written approval of the ADHS Program Administrator. The Grantee shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities. The Subcontract shall incorporate by reference the terms and conditions of this Grant.
13. **Licenses:** Grantee shall maintain in current status, all Federal, State and local licenses and permits required for the operation of the business conducted by the Grantee.
14. **Health Insurance Accountability and Portability Act of 1996 (HIPAA) Requirements:** The Grantee warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and will comply with all applicable HIPAA requirements in the course of this contract. Grantee warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the contract so that both the ADHS and Grantee will be in compliance with HIPAA, including cooperation and coordination with the ADHS Privacy Officer and other compliance officials required by HIPAA and its regulations. Grantee will sign any documents that are reasonably necessary to keep the ADHS and Grantee in compliance with HIPAA, including, but not limited to, business associate agreements.

If requested by the ADHS, Grantee agrees to sign the "Arizona Department of Health Services Pledge To Protect Confidential Information" and to abide by the statements addressing the creation, use and disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Grantee agrees to attend or participate in HIPAA training offered by the ADHS or to provide written verification that the Grantee has attended or participated in job related HIPAA training that is: (1) intended to make the Grantee proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADHS HIPAA Compliance Officer.

15. **Arizona Substitute/IRS W-9 Form:** In order to receive payment the Grantee shall have a current Arizona Substitute W-9 Form on file with the State of Arizona, unless not required by law.
16. **Cancellation for Conflict of Interest:** Pursuant to A.R.S. § 38-511, the State may cancel this Grant within three (3) years after Grant execution without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Grant on behalf of the State is or becomes at any time while the Grant or an extension of the Grant is in effect an employee of or a consultant to any other party to this Grant with respect to the subject matter of the Grant. The cancellation shall be effective when the Grantee receives written notice of the

TERMS AND CONDITIONS

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cancellation unless the notice specifies a later time. If the Grantee is a political subdivision of the State, it may also cancel this Grant as provided in A.R.S. § 38-511.

17. **Arbitration:** The parties to this Grant agree to resolve all disputes arising out of or relating to this Grant through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518.
18. **Offshore Performance of Work Prohibited:** Due to security and identity protection concerns, direct services under this contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or “overhead” services, redundant back-up services or services that are incidental to the performance of the contract. This provision applies to work performed by subcontractors at all tiers. Grantees shall declare all anticipated offshore services in the Grant Application.
19. **Federal Immigration Laws, Compliance by State Contractors:**

By entering into the Contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor’s Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV.

The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

SCOPE OF WORK

RFGA NO.: HR861431

SCOPE OF WORK

1. OBJECTIVE

To improve the delivery of WIC services to eligible women, infants, and children within Arizona.

2. PURPOSE

- a. The Arizona Department of Health Services (ADHS), Bureau of USDA Nutrition Programs (BNP), intends to make multiple grant awards to improve the infrastructure of local Special Supplemental Nutrition Programs for Women, Infants and Children (WIC) so that more federal funding can be utilized. Grants are for a special project which, on a one-time basis, will have the outcome of improving the delivery of WIC services to eligible women, infants, and children within Arizona. The primary purpose for these funds is to develop and enhance the ability to expand and deliver more efficient services.
- b. A Grant Project must address only one of the following desired outcomes as outlined below:
 - Improve access to services by low income women, infants, and children.
 - Improve WIC customer service, efficiency of WIC services, or WIC facilities.
 - Improve nutrition education offered to WIC participants during their visits.
 - Increase the rate and duration of breastfeeding among WIC participants (no Peer counseling projects shall be allowed).
 - Improve the nutrition of low income women, infants, and children.
- c. Grant Projects must be completed within twenty- four (24) months of grant award.

2. TASKS

The grantee shall:

- Implement and complete the project described in the Grant Application Response and approved by ADHS. Any changes or modifications to the approved Project shall be submitted to ADHS for approval prior to implementation.
- Prepare and submit a monthly Contractor's Expenditure Report for reimbursement of expenditures.
- Prepare and submit a Quarterly Progress Report in the format provided by ADHS.

3. DELIVERABLES

- Contractor's Expenditure Report, due thirty (30) days after the end of each grant month.
- Quarterly Progress Reports, due (15) days after the end of each calendar quarter.
- The Final Project Report should be submitted as a Final Quarterly Progress Report indicated as Final and should be submitted with a Final Contractor's Expenditure Report

4. STATE PROVIDED ITEMS (upon award)

Contractor's Expenditure Report (CER), electronically
Quarterly Progress Report format, electronically

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5. NOTICES, CORRESPONDENCE, AND REPORTS

Notices, correspondence, reports and CERs from the Grantee to ADHS shall be sent to:

WIC Program Analyst
Attn: Casey M. Sumner, MBA
Arizona Department of Health Services
150 N. 18th Ave, Suite 310
Phoenix, Az.85007
Phone: 602-542-7507
Fax: 602-542-1890

Notices, correspondence, reports and payments from ADHS to the Grantee shall be sent to:

Contact Name and Title: _____
Grantee: _____
Address: _____
City, State, Zip: _____
Phone: _____
Fax: _____

PRICE SHEET / FEE SCHEDULE RFGA NO. HR861431

PRICE SHEET

Cost Reimbursement Line Item Budget

ACCOUNT CLASSIFICATION	AMOUNT
Personnel	\$
ERE	\$
Professional & Outside Services	\$
Travel Expense	\$
Occupancy Expense	\$
Other Operating Expenses	\$
Capital	\$
Indirect (if authorized)	\$
Other	\$
TOTAL	\$

With prior written approval from the Program Manager, the grantee is authorized to transfer up to a maximum of 10% of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding 10% or to a non-funded line item shall require an amendment.

APPLICATION ATTACHMENT A

BUDGET DEVELOPMENT GUIDELINES

RFGA NO. HR861431

Specific types of Provider costs are to be grouped into six budget categories. Within the total cost for each budget category, a series of line item costs are to be identified. All budgeted amounts are to be rounded to the nearest dollar in each line item and budget category. It is essential that category costs be comprised of the same item costs as specified in these Guidelines.

1. PERSONNEL SERVICES

Funding for personnel services has not been made available and should be contributed as in-kind support, if needed.

2. EMPLOYEE RELATED EXPENSES (ERE)

Funding for employee related expenses has not been made available and should be contributed as in-kind support, if needed

3. PROFESSIONAL AND OUTSIDE SERVICES

- a. Professional and consultant services, rendered by individuals or organizations, are allowable expenses if the services are directly related and essential to the grant service(s). The normal types of professional or outside services which may be placed in this budget category are those which relate to the legal, accounting, management, training/education, medical, social service and psychological professions.
- b. A written specification, of each of the consultant services to be performed, is to be available for the purpose of budget estimating and subsequent audits. The specifications normally will include estimates by item, all consultant costs such as travel, supplies, meetings or any directly related costs of the consultant. Professional and Outside services are frequently purchased on an hourly basis. It is, therefore, recommended that such services be budgeted on a per hour billing basis.

4. TRAVEL

- a. Travel will include the cost of transporting staff and clients during the provision of grant services. The following allowable travel costs are included within this category:
 - i. Staff-owned vehicles: mileage reimbursement;
 - ii. Provider agency-owned vehicles: operating expenses and depreciation;
 - iii. Sub-granted travel services;
 - iv. Rented vehicles;
 - v. Government motor pool vehicles;
 - vi. Public transportation; and
 - vii. Per Diem.
- b. Staff-Owned Vehicles
 - i. The travel cost of a vehicle owned by a Provider employee should be budgeted no greater than the applicants designated mileage reimbursement rate. In public Provider agencies, the mileage rate is determined by the branch of government with which the Provider agency is affiliated. Public Provider agencies may budget up to the maximum rate allowable in their city, county or municipality. The actual cost of tolls and parking fees may be budgeted for employees using their vehicles for grant services.
- c. Provider Agency-Owned Vehicles
 - i. Travel costs for vehicles owned by a Provider agency must be budgeted on an actual cost method. Actual costs will include fuel, maintenance and repair, insurance, registration fees, tolls, parking fees and depreciation.
 - ii. There are two methods to budget motor vehicles with regard to acquisition cost:
 - (1) The vehicle may be purchased with Provider agency funds. The cost will be depreciated over the useful life of the vehicle. The current year depreciation expense is listed in the Travel Category of the Service Budget.
 - (2) The agency may budget the entire acquisition cost as a first year expense under the Equipment Category.
 - (3) Any vehicle shared within another program outside of WIC activities must illustrate and support a cost sharing methodology for vehicle costs.
- d. Rented Vehicles
 - i. If either a public or private Provider agency is renting vehicles from a private rental agency, the actual rental cost plus fuel (unless fuel is included in the rental cost) should be used to budget the cost. Rental costs will be considered reasonable depending on the type and degree of use and current fair market value of the model of vehicle. If a vehicle has been rented by the Provider until its acquisition cost has been reduced to below \$5,000, it may be purchased and budgeted as a current cost.

APPLICATION ATTACHMENT A

BUDGET DEVELOPMENT GUIDELINES

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e. Motor Pool Vehicles

- i. Provider agencies using vehicles supplied by a county or municipal motor pool may budget for travel by using the rate fixed by the motor pool.

f. Public Transportation

- i. In cases in which public transportation is used for authorized travel by employees or clients of the Provider, the actual cost of fares required should be estimated. Fare or any other expenses for staff members to commute to and from work are not an allowable cost.

g. Per Diem

- i. While Providers are encouraged to minimize the overnight travel costs, certain grant services may require occasional overnight travel on the part of employees. In such cases, per diem expenses should be budgeted no greater than the applicants designated per diem reimbursement rate. For public Provider agencies, the per diem rate is determined by the branch of government with which the Provider is affiliated. Public Provider agencies may budget up to the maximum rate allowable in their city, county or municipality.

5. OTHER OPERATING

- a. Other Operating costs include materials and supplies, space and occupancy, and general operating services. Costs related to space needed for the delivery of grant services are allowable expenses. Space costs include the expense of a facility and other expenses directly related to the operation of the facility. Space Costs, however, do not include the purchase or major modification of land or facilities.
- b. The costs of materials and supplies, necessary for the delivery of grant services, are allowable budgeted expenses. Such costs should be calculated by deducting from the purchase price, all cash and trade discounts, rebates, and allowances to be received by the Provider agency.

c. Program Supplies

- i. Program supplies include consumable supplies used directly in the provision of grant services.

ii. Materials

Materials are consumable supplies used directly by the clients in the provision of grant services. Material supplies will include but need not be limited to:

- (1) Arts and Crafts;
- (2) Housekeeping Goods (dishes, linens, etc.);
- (3) Client Activities Costs;
- (4) Toys; and
- (5) Literature.

iii. Medical Items

- (1) Medical care is an allowable cost if it is necessary to achieve the objective of the grant services.
- (2) Professional Medical Services: The cost of medical professionals is an allowable expense. However, the cost should normally appear in the Personnel or Professional and Outside Services Category contingent upon the terms of the agreement between the Provider agency and the medical professional(s).
- (3) Pharmaceuticals: Pharmaceuticals should be budgeted on an actual cost basis.
- (4) Medical Supplies: Medical supplies should be budgeted on an actual cost basis.

d. Office Supplies

i. General Office Supplies

- (1) Office supplies are consumable supplies necessary to efficient administrative and service operations of the service program. The cost of this item may be budgeted by using a reasonable base cost per employee for the grant term multiplied by the total number of employees needing office supplies. Justification of the base cost must be available upon request.

<p style="text-align: center;">APPLICATION ATTACHMENT A BUDGET DEVELOPMENT GUIDELINES RFGA NO. HR861431</p>
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ii. Equipment

- (1) Any piece of equipment with an acquisition cost of up to \$4,999.99 will be budgeted under the Other Operating Category. Budgeting of such pieces of equipment will be done on an actual cost basis. All Pieces of equipment with an acquisition cost of \$5,000 or more should be budgeted under the Capital Outlay Category.

iii. Postage

- (1) Postage may be budgeted by applying a monthly base to the total number of months in the grant. When applicable, Provider agencies should apply for and utilize special bulk mail rates.

iv. Reproduction and Printing

- (1) The cost of printing and reproduction services, necessary for the performance of the grant, including but not limited to forms, reports, manuals and informational literature is allowable. However, if a cost for the rental of a photocopier has been budgeted, care must be taken to avoid duplication of costs. When budgeting for reproduction and printing services, enter a reasonable estimate of actual costs.

e. Maintenance of Space

- i. This item includes costs necessary for the upkeep of the Provider's facilities, which neither add to the permanent value of these facilities nor appreciably prolong their intended life, but keep them in an efficient operating condition. This includes estimates of the actual costs of material needed for the maintenance and repair of the Provider's facilities or for sub-granted maintenance services.

f. General Operating

- i. Central Services: Service costs such as administrative, data processing, payroll, supply and duplicating facilities on which the expense can be calculated and segregated as a direct cost are to be entered in this item. Support these budgeted expenses by indicating the basis of the cost.
- ii. Communication: Telephone and answering service costs, as well as telephone directory listings, which assist the client to identify and contact the Provider agency for grant services, will be permitted.
- iii. Bonding: Premiums for bonding costs will arise when there is a need to protect the provider agency and government against financial loss. Bonding practices beyond those which the Provider agency should normally use as good business practice will not be required. The most common bonding classification is that of a fidelity bond sufficient to cover the potential loss of accessible funds.
- iv. Advertising: To acquire quality goods or services at a low cost; to recruit potential employee; or to inform the public of the availability of services.
- v. Training: Provider agency employees are eligible for training directly related to the grant services. The necessary and appropriate expense related to training activities is to be included in this line item. The basis for this budgeted expense must be documented in the Proposal Itemized Service Budget, and a detailed description of the training activities must be rendered in the Program/Administration Section.
- vi. Trade, Business, Technical and Professional Activities: A series of costs may be encountered which assist in providing reference background, updating employees' knowledge and maintaining liaison or contact with similar activities. Expenses in this line item will be allowable when the costs are proven to be of direct benefit to the grant services. The following types of costs may be part of this item's budget expense:
 - (1) Library - purchases and fees;
 - (2) Subscriptions - professional literature;
 - (3) Membership - dues; and
 - (4) Professional activities, clubs and meetings.
- vii. General Liability Insurance: Insurance costs are those insurance costs which the Provider is required to carry, or which are approved under the terms of the grant and any other insurance which the Provider maintains in connection with the general conduct of its business (excluding insurance on the building and contents which should be listed as a line item under Other Space Costs in the Space Category). The Provider can ascertain from the Department what types and amount of insurance coverage should be purchased.

<p style="text-align: center;">APPLICATION ATTACHMENT A BUDGET DEVELOPMENT GUIDELINES RFGA NO. HR861431</p>
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6. CAPITAL OUTLAY (EQUIPMENT)

- a. The cost of equipment essential to the delivery of grant services and the maintenance of that equipment is allowable as a budgeted expense. Equipment which materially increases the value or useful life of a facility is unallowable.
- b. The Equipment Category, which includes office and program equipment, has been subdivided into two sections: (1) Equipment Costs, and (2) Equipment Maintenance Costs. (Provider agencies should note that vehicle operating expenses are to be budgeted within the Travel Category.)
- c. Capital Equipment Costs
 - i. Capital equipment costs may be budgeted through one of the following four methods:
 - (1) Purchase;
 - (2) Rental/Lease;
 - (3) Depreciation; and
 - (4) Use Allowance.
- d. Equipment Maintenance Costs
 - i. To keep equipment at an efficient operating level, various maintenance services may be necessary.
 - ii. Maintenance services provided by vendors either under a services subgrant or as random repairs will be budgeted under this sections. Care must be used that costs of maintenance services call do not duplicate maintenance fees provided for in rental agreements. Maintenance costs must be calculated in proportion to the use of the item by the Provider agency in the delivery of grant services.

7. OTHER

- a. Indirect costs - Indirect costs are those incurred for a common or joint purpose benefiting more than one cost objective or activity and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

APPLICATION ATTACHMENT A
BUDGET DEVELOPMENT GUIDELINES
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WORKSHEET

Itemized Service Budget : The total for each line should be entered on the Grant Price Sheet

<u>1. Personnel</u>					
FTE	Total Salary for	% Allocated			
Position/Name	Level	Grant Period	to Service		TOTAL
					TOTAL \$0
<u>2. Employee Related Expenses</u>					
Item	Basis			TOTAL	
FICA					
Unemployment Insurance					
Worker's Compensation					
Retirement					
Life Insurance					
Health Insurance					
					TOTAL \$0
<u>3. Professional and Outside Services</u>					
Item	Basis			TOTAL	
					TOTAL \$0
<u>4. Travel Expenses</u>					
Item	Basis			TOTAL	
					TOTAL \$0
<u>5. Occupancy Expenses</u>					
Item	Basis			TOTAL	
					TOTAL \$0
<u>6. Other Operating Expenses</u>					
Item	Basis			TOTAL	
					TOTAL \$0
<u>7. Capital</u>					
Item	Basis			TOTAL	
			\$0	\$0	
					TOTAL \$0
<u>8. Indirect</u>					
Item	Basis			TOTAL	
					TOTAL \$0
					GRAND TOTAL \$0

<p style="text-align: center;">APPLICATION ATTACHMENT B GRANT APPLICATION RESPONSE FORMAT RFGA NO. HR861431</p>
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ARIZONA WIC PROGRAM
Grant Application Response
RFGA No. HR861431

Applicant Name: (Name of organization).

Project Name: (Short title of proposed project).

Lead Person(s): (Name, phone number and e-mail address of person(s) overseeing project).

Project Description: (Narrative description of the project – Executive Abstract)

Area or service to be addressed: (Identify project area and/or service which the project will address – must include clinic and agency site).

Goal of the Project: (Provide a brief statement of specific goals and objectives for the project and how it will aid in improving WIC services)

Project Outline: (Include a step by step outline of the project to include timeline. This should include an objective for each step and a description of how the objective will be accomplished, and how each step will be evaluated).

Budget Worksheet: (Insert the completed Attachment A Worksheet page here).

Price Sheet: (Insert the completed Price Sheet page here).

Budget Justification: (Complete explanation of each budget line).

Outcome Evaluation: (Describe the evaluation criteria to be used to determine the effectiveness of the project . Describe how the project will improve services).